

Weekly Report for Week Ending 12 February 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions:

Review of Subject Files Installations in OP

Completed follow-up on previous installations (5) of subject-numeric files in OP to ensure cutoff of 1957 files and installation of 1958 folders.

2. Assignments 25X1A9a

a. Project 6-40 OCR [REDACTED]

Legal authority has been obtained from Congress for the destruction of certain OCR records not covered by general schedules. Authority is contained in House Report 1321, 85th Congress, 2nd Session, dated 3 Feb 1958. This authorization covers 81 separate series of records maintained by the various elements of OCR.

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b. Project 6-95 - Office of Personnel [REDACTED]

Our proposed Records Control Schedule has been approved by the Office. A letter is being prepared to transmit the schedule to the Office for implementation.

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c. Project 8-18 OCR [REDACTED]

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Report and letter of transmittal has been prepared. Schedule is ready for review and appraisal by Management Staff.

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d. Project 8-20 ORR [REDACTED]

No change.

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e. Project 8-53 OTR [REDACTED]

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The schedule for Instructional Services Branch has been approved. Schedules for the [REDACTED] and the Personnel Section, Admin. Branch are being typed and will be submitted for approval within a few days.

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f. Project 8-55 ORR [REDACTED]

Project is continuing.

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g. Project 8-56 ORR Geographic Area [REDACTED]

Installation of subject numeric file system in Cartography Division has started and will consist of 6 separate installations.

h. Project 8-57 DD/S [REDACTED] 25X1A9a

The physical inventory of records maintained by all members of the DDS Staff has been completed and a revised records control schedule is being prepared for submission to the Area Records Officer.

i.. Comptroller, Machine Records Division [REDACTED] 25X1A9a

No change from previous report.

j. Map Library Division ORR [REDACTED] 25X1A9a

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Physical Security Division, Office of Security, has informed the ARO/ORR that the area under consideration for shelf filing in the [REDACTED] must be secured with expanded metal. A work order for installation of the expanded metal has been placed with the Office of Logistics. Our floor plan for this area has not been returned to the Agency from General Services Administration.

k. CIA Library/OCR [REDACTED] 25X1A9a

Examined the CIA Library with Mr. [REDACTED] and discussed 25X1A9a several possible ways of improving the filing and working conditions. Floor plans of the area will be developed to aid in arriving at an acceptable and workable arrangement.

l. Further Subject-Numeric Files Installations in OP.

Met with ARO and representatives of Mobilization Staff, Selection Staff, and Special Assistant to D/Pers concerning scheduling further files installations in OP.

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m. Project for Improved Filing Of Biographic Profiles (Form 1200). [REDACTED]

At request of ARO/OP, discussed with members of Selection Staff/OP possible improvements in filing system for Biographic Profiles (Forms 1200, Parts 1 and 2). Collected forms, reviewed processing procedures, and discussed equipment requirements with Mr. [REDACTED]

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n. A Review of the Filing System in the Building Planning Staff was started this week.

3. Vital Materials Program

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1. Microfilming of the name intelligence card file in ORR [REDACTED] has been completed.

2. Microfilming of Vital Materials in the Office of Personnel continues. This project is approximately 50% completed.

3. Further meetings were held with Mr. [REDACTED] to discuss repository indexing and inventorying procedures. Up to the time of this reporting the following changes have been made. 25X1A9a

- (1) Change in frequency of reviewing availability register from each month to every three months.
- (2) The elimination of punching an IBM card for each NIS and JANIS deposited.
- (3) The elimination of punching an IBM card for non-CIA cables.
- (4) A revised Vital Materials Schedule was received from the Office of Logistics.

4. News

a. Reorganization of OP

- (1) Personnel Assignment Division becomes Personnel Operations Division, adds Appointments Unit from RSD, Placement Officers became Personnel Representatives.

25X1A9a (2) Plans Staff becomes Projects and Procedures Staff and adds ARO from RSD. 25X1A9a

- b. Mr. [REDACTED] and Miss [REDACTED] DD/P, accompanied last week's trip to the repository for the purpose of making a deposit and withdrawal.

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